



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number:

04-19

Date:

07/29/2004

Administrative Memorandum

SUBJECT: REQUEST FOR EMPLOYMENT INFORMATION - EMPLOYEES OF THE CITY OF LOS ANGELES

REFERENCE:

CANCELS:

FILE IN: WFP&I Handbook, Section 12-100

SPECIAL ATTENTION:

☒ SWFIs ☒ WFIs ☒ WFP&I Clerical Staff

I. PURPOSE

This Administrative Memorandum (AM) advises Welfare Fraud Prevention & Investigation Section staff of procedures for requesting employment information for employees of the City of Los Angeles.

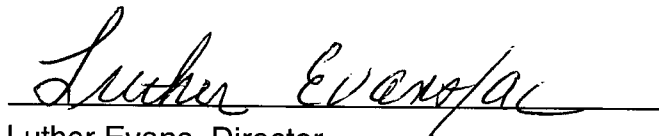
II. PROCEDURES

Effective immediately, all requests for employment information for employees of the City of Los Angeles are to be sent to the Los Angeles City Controller's Office. Failure to request employment information from the Controller's Office will result in a delay in processing the request.

Requests for employment information for LA City employees are to be sent to the following address:

City of Los Angeles
Controller's Office - Paymaster
200 North Main, Room 341
Los Angeles, CA 90012

Please direct questions regarding this memorandum to your immediate supervisor.



Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:MH:mh

c: Deputy Directors
Chief Clerk